



Republic of the Philippines
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

June 3, 2016

DIVISION MEMORANDUM

No. 329 s. 2016


SUBMISSION OF PERSONAL DATA SHEET OF ALL DIVISION PERSONNEL FOR HRIS UPDATING

**To: Chief Education Program Supervisors
Division Education Program Supervisors
Division Department Heads
Senior Education Program Specialists
Education Program Specialists
Division Personnel/Staff
All Others Concerned**

- 1. The Human Resource and Development Section of this Division will be updating the Human Resource Information System of all Division Personnel.**
- 2. All Division Personnel are hereby directed to submit 1 copy of their updated Personal Data Sheet (CS Form 212) to the SGOD-HRD office not later than Wednesday, June 8, 2016.**
- 3. For compliance.**


LELANIE T. CABRERA, CESE

Assistant Schools Division Superintendent

Officer In-Charge
06/04/16 

SGOD-HRDS
LTC/ms. i

06 JUN 2016